



City of NORFOLK

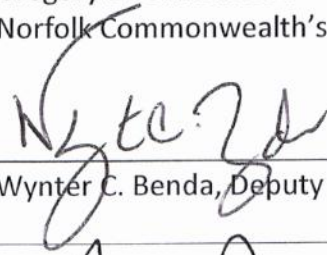
C: Commonwealth's Attorney

To the Honorable Council
City of Norfolk, Virginia

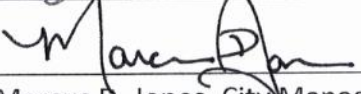
September 15, 2015

From: Gregory D. Underwood
Norfolk Commonwealth's Attorney

Subject: Accept a Grant in the amount
of \$45,000 for the Virginia Sexual and
Domestic Violence Victims Fund

Reviewed: 
Wynter C. Benda, Deputy City Manager

Ward/Superward: Citywide

Approved: 
Marcus D. Jones, City Manager

Item Number:

R-20

I. **Recommendation:** Adopt Ordinance

II. **Applicant:** Gregory D. Underwood, Commonwealth's Attorney
800 E. City Hall Avenue, Suite 600
Norfolk, VA 23510

III. **Description:**
This agenda item is an Ordinance to accept a Grant from the Virginia Department of Criminal Justice Services ("VDCJS") in the amount of \$45,000 for the Virginia Sexual and Domestic Violence Victim Fund ("VSDVVF") for twelve (12) months beginning July 1, 2015 and ending June 30, 2016. The FY 2016 Grant is a \$5,000.00 increase over FY 2014.

IV. **Analysis**
The VSDVVF Grant will be used to support personnel costs of a paralegal to assist in the prosecution of misdemeanors and felonies involving domestic violence, sexual abuse, stalking and family abuse.

V. **Financial Impact**
The \$45,000 grant received from the VDCJS does not require a cash match. The amount will fully cover the expense of our VSDVVF Grant employee.

VI. **Environmental:** N/A

VII. **Community Outreach/Notification**
Public notification for this agenda item was conducted through the City of Norfolk's agenda notification process.

VIII. Board/Commission Action:
N/A

IX. Coordination/Outreach

This letter and ordinance have been coordinated with the City Attorney's Office and the Office of Budget and Strategic Planning.

Supporting Material from the Office of the Commonwealth's Attorney:

- Ordinance
- Statement of Grant Award

Form and Correctness Approved:

By

Office of the City Attorney

Contents Approved:

By

DEPT. Commonwealth Attorney's Office

Pursuant to Section 72 of the City Charter, I hereby certify that the money required for this item is in the city treasury to the credit of the fund from which it is drawn and not appropriated for any other purpose.

\$ 45,000.00

2275-120-8897-8995

Account

Acting Director of Finance

8/17/15
Date

NORFOLK, VIRGINIA

ORDINANCE No.

AN ORDINANCE ACCEPTING A \$45,000.00 VIRGINIA SEXUAL AND DOMESTIC VIOLENCE VICTIMS FUND GRANT AWARD FROM THE VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES FOR THE SUPPORT OF PERSONNEL COSTS FOR A PROGRAM PARALEGAL TO ASSIST IN THE PROSECUTION OF MISDEMEANORS AND FELONIES INVOLVING DOMESTIC VIOLENCE, SEXUAL ABUSE, STALKING AND FAMILY ABUSE AND APPROPRIATING AND AUTHORIZING THE EXPENDITURE OF THE GRANT FUNDS FOR PAYROLL, MEDICAL BENEFIT COVERAGE AND RETIREMENT EXPENSES FOR THE PROGRAM EMPLOYEE.

- - -

BE IT ORDAINED by the Council of the City of Norfolk:

Section 1:- That a \$45,000.00 grant award from the Commonwealth of Virginia, Virginia Department of Criminal Justice Services, for the continuation of the Virginia Sexual Domestic Violence Victims Fund ("VSDVVF") Program, is hereby accepted.

Section 2:- That \$45,000.00 in grant funds are hereby appropriated and authorized to be expended for the VSDVVF Program, if and when the funds are made available from the Virginia Department of Criminal Justice Services, for payroll, medical benefit coverage and retirement expenses for the Program employee.

Section 3:- That this ordinance shall be in effect from and after its adoption.



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Francine C. Ecker
Director

July 7, 2015

1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
TDD (804) 386-8732

Mr. Marcus D. Jones
City Manager
City of Norfolk
810 Union Street, Ste 1101
Norfolk, VA 23510

Title: Virginia Domestic Violence Victim Fund

Dear Mr. Jones:

I am pleased to advise you that grant number **16-K4979DV16** for the above-referenced grant program has been approved in the amount of \$45,000.00 in State Special Funds.

Enclosed you will find a Statement of Grant Award and a Statement of Grant Award Special Conditions. To indicate your acceptance of the award and conditions, please sign the award acceptance and return it to Janice Waddy, Grants Administrator, at the Department of Criminal Justice Services (DCJS). Please review the conditions carefully; as some require action on your part before we will disburse grant funds.

Also, enclosed are the Post Award Instructions and Reporting Requirements. Please refer to and read this information carefully as it contains details on processing financial and progress reports, as well as requesting awarded funds. ***Remember all financial and progress reports, budget amendment requests and request for funds must be processed through our online Grants Management Information System (GMIS).***

We appreciate your interest in this grant program and will be happy to assist you in any way we can to assure your project's success. If you have any questions, please call Julia Fuller-Wilson at (804) 371-0386.

Sincerely,

A handwritten signature in black ink, appearing to read "Francine C. Ecker".

Francine C. Ecker
Director

Enclosures

cc: The Hon. Gregory D. Underwood, Commonwealth's Attorney
Ms. Alice M. Kelly, Director of Finance
Ms. Julia Fuller-Wilson, DCJS Monitor

Department of Criminal Justice Services

1100 Bank Street, 12th Floor, Richmond, VA 23219

Statement of Grant Award/Acceptance

Subgrantee: Norfolk City

Date: July 07, 2015

Grant Period:

Grant Number:

From: 07/01/2015

Through: 06/30/2016

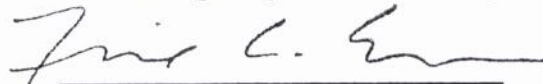
16-K4979DV16

Project Director	Project Administrator	Finance Officer
The Hon. Gregory D. Underwood Commonwealth's Attorney City of Norfolk 800 E. City Hall Ave., Ste 600 Norfolk, VA 23510 Phone: (757) 664-4835 Email: gregory.underwood@norfolk.gov	Mr. Marcus D. Jones City Manager City of Norfolk 810 Union Street, Ste 1101 Norfolk, VA 23510 Phone: (757) 664-4242 Email: marcus.jones@norfolk.gov	Ms. Alice M. Kelly Director of Finance City of Norfolk 810 Union Street, Ste. 600 Norfolk, VA 23510 Phone: (757) 664-4050 Email: Alice.Kelly@norfolk.gov

Grant Award Budget

Budget Categories	DCJS Funds			Local	TOTALS
	Federal	General	Special		
Travel	\$0	\$0	\$0	\$0	\$0
Supplies/Other	\$0	\$0	\$0	\$0	\$0
Personnel	\$0	\$0	\$45,000	\$0	\$45,000
Indirect Cost	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0
Consultant	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$45,000	\$0	\$45,000

This grant is subject to all rules, regulations, and criteria included in the grant guidelines and the special conditions attached thereto.



Francine C. Ecker, Director

The undersigned, having received the Statement of Grant Award/Acceptance and the Conditions attached thereto, does hereby accept this grant and agree to the conditions pertaining thereto, this day of , 20 .

Signature: 

Title: City Manager

STATEMENT OF GRANT AWARD SPECIAL CONDITIONS

Department of Criminal Justice Services
1100 Bank Street
Richmond, Virginia 23219

Domestic Violence Victims Fund

Subgrantee: Norfolk City

Grant Number: 16-K4979DV16

Title: VA Domestic Violence Victim Fund/Discretionary

Date: July 7, 2015

The following conditions are attached to and made a part of this grant award:

1. All recipients must spend funds in accordance with the grant budget approved by DCJS.
2. By signing the Statement of Grant Award/Acceptance, the grant recipient agrees:
 - to use the grant funds only to carry out the activities described in the grant application, as modified by the terms and conditions attached to this award or by subsequent amendments approved by DCJS;
 - to adhere to the approved budget contained in this award and amendments made to it in accord with these terms and conditions;
 - and to comply with all terms, conditions and assurances either attached to this award or submitted with the grant application.
3. Grant funds may only be expended and/or obligated during the grant period. All legal obligations must be fulfilled no later than 90 days after the end of the grant period.
4. By accepting this grant, the recipient assures that funds made available through it will not be used to replace state or local funds that would, in the absence of this grant, be made available for the same purposes.
5. The subgrantee agrees to submit, by the specified deadlines, quarterly financial and progress reports as well as any other necessary reports requested by DCJS. All financial and progress reports must be processed through our online Grants Management Information System (GMIS). DCJS may withhold disbursement of grant funds if reports are not submitted as required. In addition to a project's implementation and performance, and the availability of funds, a key factor in determining eligibility for continuation funding will be compliance with grant financial and progress reporting requirements. **No current recipient of funding through this grant program will be considered for continuation funding if, as of the continuation application due date, any of the required financial and progress reports for the current grant are more than 30 days overdue.** For good cause, submitted in writing, DCJS will waive the provision.
6. *DCJS will perform on-site monitoring as required. DCJS staff will notify subgrantee in advance of the visit. The monitoring report used during the site visits may be viewed at the following web address:*
<http://www.dcjs.virginia.gov/grants/grantDescription.cfm?grant=35>
7. Subgrantees may follow their own established travel rates if they have an established travel policy. If a subgrantee does not have an established policy, then they must adhere to state travel policy. The state allows reimbursement for actual reasonable expenses. Please refer to the following IRS website for the most current mileage rate:
<http://www.irs.gov/taxpros/article/0,,id=156624,00.html>: Transportation costs for air and rail must be at coach rates.
8. Within 60 days of the starting date of the project, the subgrantee must initiate the program funded. If not started during this period, **the subgrantee must report to the DCJS**, by letter, the steps taken to initiate the project and the reasons for the delay, and the expected starting date. If the project is not operational within 90 days of the start date, the subgrantee must receive approval in writing from the DCJS for a new implementation date or the DCJS may cancel and terminate the project and redistribute the funds to another program.
9. No amendment to the approved grant budget may be made without the prior approval of DCJS. No more than two (2) budget amendments will be permitted during the grant period. Budget amendments must be requested through our online Grants Management Information System (GMIS). No budget amendments will be allowed after April 30, 2016.

Statement of Grant Award Special Conditions (Continued)

Grant No: 16-K4979DV16

10. The recipient agrees to notify DCJS in writing within thirty (30) days of any hiring of or change in grant-funded personnel, or any change in the Project Administrator, Project Director or Finance Officer from the persons listed in the Grant Application. To provide the required notification to DCJS, the recipient agrees to complete and submit the DCJS Program Change/Update form available on the DCJS website at:
<http://www.dcjs.virginia.gov/forms/sectionForms.cfm?code=9&program=victims>.
11. The subgrantee agrees to forward a copy to the DCJS of the scheduled audit of this grant award.
12. Acceptance of this grant award by a local government applicant constitutes its agreement that it assumes full responsibility for the management of all aspects of the grant and the activities funded by the grant, including assuring proper fiscal management of and accounting for grant funds; assuring that personnel paid with grant funds are hired, supervised and evaluated in accord with the local government's established employment and personnel policies; and assuring that all terms, conditions and assurances—those submitted with the grant application, and those issued with this award—are complied with.
13. Any delegation of responsibility for carrying out grant-funded activities to an office or department not a part of the local government must be pursuant to a written memorandum of understanding by which the implementing office or department agrees to comply with all applicable grant terms, conditions and assurances. Any such delegation notwithstanding, the applicant acknowledges by its acceptance of the award its ultimate responsibility for compliance with all terms, conditions and assurances of the grant award.
14. All purchases for goods and services must comply with the Virginia Public Procurement Act. Procurement transactions, whether negotiated or advertised and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition. An exemption to this regulation requires the prior approval of the DCJS and is only given in unusual circumstances. Any request for exemption must be submitted in writing to the DCJS.
15. PROJECT INCOME: Any funds generated as a direct result of DCJS grant funded projects are deemed project income. Project income must be reported on forms provided by DCJS. The following are examples of project income: Service fees; Client fees; Usage or Rental fees; sales of materials; income received from sale of seized and forfeited assets (cash, personal or real property included).
16. Subgrantee must submit a final report outlining the progress and accomplishments of the program on forms provided by DCJS.
17. DCJS will not disburse funds from this grant if any of the required Financial or Progress reports is overdue by more than 30 days unless you can show good cause for missing the reporting deadline.
18. The subgrantee agrees to sign up for DCJS Updates at: <http://www.dcjs.virginia.gov/subscribe/> for the announcements regarding trainings, funding opportunities, and information on victims services.
19. Prior to DCJS disbursing funds, the Subgrantee must comply with the following special conditions:



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Francine C. Ecker
Director

1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
TDD (804) 386-8732

NOTICE

To: Grants Project Administrator

From: Janice Waddy, DCJS Grants Administrator

Re: Post Award Instructions and Reporting Requirements
PLEASE READ VERY CAREFULLY

☐ **GRANT AWARD AND SPECIAL CONDITIONS:**

Please review your Award and Special Conditions very carefully. *Pay attention to the last Special Condition listed. This Special Condition may require additional documentation from you before grant funds can be released.* Sign and date the grant award acceptance and submit any Special Condition documentation to:

Office of Grants Management
Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, Virginia 23219

☐ **REPORTING REQUIREMENTS**

By accepting the accompanying grant award, you are agreeing to submit online quarterly progress and financial reports for this grant throughout the grant period, as well as final reports to close the grant. **No eligible current recipient of funding will be considered for continuation funding if, as of the continuation application due date, any of the required Financial and Progress reports for the current grant are more than thirty (30) days overdue.** For good cause, submitted in writing by the grant recipient, DCJS may waive this provision.

Financial reports and *progress reports** are due no later than the close of business on the 12th working day after the end of the quarter (**except Virginia Prisoner Reentry Program (formerly papis) reports which are due by the last working day of the end of the following month*). Also, *V-STOP progress reports are submitted on semi-annual basis 12th working day after 6/30 and 12/31 quarters.* Reports are required even if no expenditures have occurred during the quarter. **Requests for Funds will not be honored from grant recipients who do not fulfill this reporting obligation.** A schedule of due dates is also attached for your reference.

☐ **PROGRESS REPORTS**

Refer to our website: <http://www.dcjs.virginia.gov/> for submitting progress reports through the online Grants Management Information System (GMIS). In order to use this web-based system, if you have not previously done so, you must obtain a user name and password set up by your Finance Officer, whose name and contact information is listed on the attached Grant Statement of Award/Acceptance. You are required to use the online system to submit your progress reports.

Paper copies of Progress Reports are no longer accepted.

☐ **FINANCIAL REPORTS**

Refer to our website for submitting financial reports through our online Grants Management Information System (GMIS). In order to use this web-based system, if you have not previously done so, you must obtain a user name and password set up by your Finance Officer, whose name and contact information is listed on the attached Grant Statement of Award/Acceptance. The address is <http://www.dcjs.virginia.gov/grantsAdministration/gmis/index.cfm?menuLevel=4>.

Paper copies of the financial reports are no longer accepted. You are required to use the online system in reporting your expenditures.

☐ **REQUESTING GRANT FUNDS**

Refer to our website for requesting funds through our online Grants Management Information System (GMIS). In order to use this web-based system, if you have not previously done so, you must obtain a user name and password set up by your Finance Officer, whose name and contact information is listed on the attached Grant Statement of Award/Acceptance. *Please note you can access this system using the same password assigned for the online financial reporting system.

The address is <http://www.dcjs.virginia.gov/grantsAdministration/gmis/index.cfm?menuLevel=4>.

You are required to use the online system for requesting funds.

☐ **BUDGET AMENDMENTS**

Budgets can be amended in most DCJS grant programs with prior approval. Please review your special conditions carefully to determine the requirements and procedures for amending budgets. Refer to our website for the online Grants Management Information System.

*Please note again that you can access this system using the same password assigned for the online financial reporting system.

The address is <http://www.dcjs.virginia.gov/grantsAdministration/gmis/index.cfm?menuLevel=4>.

Paper copies of the Budget Amendments are no longer be accepted! You are required to use the online system for submitting budget amendments.

If you have any questions, please contact Beverly Johnson at (804) 786-9055 or by e-mail at beverly.johnson@dcjs.virginia.gov.

PROJECTED DUE DATES FINANCIAL & PROGRESS REPORTS

Reports are due by the **12th working day** following the close of the period covered in the report.

- **Financial reports are required quarterly, even if no expenditures have occurred.**
- **Progress reports are required as follows:**
Victim/Witness, SAGP and VSDVVF: quarterly (period ending 9/30, 12/31, 3/31, and 6/30).
V-STOP: – semi-annual (period ending 6/30 and 12/31) **and CY annual** (due 1/31).
SASP – CY annual (period ending 12/31).

<i>QUARTER ENDING</i>	<i>DUE DATE</i>
9/30/2015	10/19/2015
12/31/2015	1/21/2016
3/31/2016	4/18/2016
6/30/2016	7/19/2016
9/30/2016	10/19/2016
12/31/2016	1/19/2017

Please contact the appropriate DCJS staff person if you need assistance with the following:

- Financial Reports and Requests for Funds - DCJS Fiscal Services Manager, Bill Dodd, at 804-371-0638 or bill.dodd@dcjs.virginia.gov
- GMIS – Complete and send an email to grantsweb@dcjs.virginia.gov citing the error message received, to request assistance from the GMIS Program Coordinator, DeAndrea Williams
- CIMS or VSDVVF Reporting Software – DCJS IT Contact Specialists at 804-786-4576 or 804-225-4868.
- Progress Reports and Other Requests – your assigned DCJS Grant Program Monitor.



Commonwealth of Virginia
Virginia Department of Criminal Justice Services
Grant Application

Attachment 1A

Grant Program & Program Sponsor	Virginia Sexual and Domestic Violence Victim Fund		Congressional District(s)	2 & 3
Applicant:	Office of the Norfolk Commonwealth's Attorney		Faith Based Organization?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Applicant Federal ID Number:	54-6001455		Best Practice?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Jurisdiction(s) Served and Zip +4 Codes:	City of Norfolk – 23501 23502 23053 23504 23505 23506 23507 23508 23509 23510 23511 23512 23514 23515 23516 23517 23518 23519 23520 23521 23523 23529 23551			
Program Sponsor	Office of the Commonwealth's Attorney		Congressional District(s)	2 & 3
Program Title:	Virginia Sexual and Domestic Violence Victim Fund Program		Certified Crime Prevention Community?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Grant Period:	July 1, 2015 - June 30, 2016		DUNS NUMBER:	074740069
Type of Application:	<input type="checkbox"/> New <input type="checkbox"/> Revision of Grant Number		<input checked="" type="checkbox"/> Continuation of Grant Number 15-J4979DV15 <input type="checkbox"/> Rural <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Suburban	

Project Director		Project Administrator	Finance Officer
Name:	The Hon. Gregory D. Underwood	Mr. Marcus D. Jones	Ms. Alice M. Kelly
Title:	Commonwealth's Attorney City of Norfolk	City Manager City of Norfolk	Director of Finance City of Norfolk
Address including Zip+4:	800 E. City Hall Avenue, Ste 600 Norfolk, VA 23510-2719	810 Union Street, Ste 1101 Norfolk, VA 23510-8001	810 Union Street, Ste 600 Norfolk, VA 23510-8001
Phone:	757-664-4835	757-664-4242	757-664-4050
Fax:	757-664-4445	757-664-4239	757-664-4110
E-Mail:	Gregory.underwood@norfolk.gov	Marcus.jones@norfolk.gov	Alice.kelly@norfolk.gov

Signature of Project Administrator: 

Brief Project Description:

Funds from the Virginia Sexual and Domestic Violence Victims Fund will be used to support the personnel costs of a paralegal to assist in the prosecution of misdemeanors and felonies involving domestic violence, sexual abuse, stalking and family abuse. It is estimated that 850 cases will be prosecuted with support from the VSDVVF from July 1, 2015 – June 30, 2016

Project Budget	DCJS Funds		Local Match	Total Requested
	Federal	State		
Personnel	XXXXXXXXXX	\$45,000	XXXXXXXXXXXX	\$45,000
Consultants	XXXXXXXXXX		XXXXXXXXXXXX	
Travel	XXXXXXXXXX		XXXXXXXXXXXX	
Equipment	XXXXXXXXXX		XXXXXXXXXXXX	
Supplies/Other	XXXXXXXXXX		XXXXXXXXXXXX	
Indirect Costs	XXXXXXXXXX		XXXXXXXXXXXX	
Total Requested	XXXXXXXXXX		XXXXXXXXXXXX	

ITEMIZED BUDGET FY2016				Attachment 2A
1. Personnel/Employees				DCJS State Funds
a. Name of Employees	Position Titles	Annual Salary Rate	Hours Devoted	
Cindy Foster	VW Advocate	\$ 33,959	2080	\$ 33,959
TOTAL				\$ 33,959
b. Fringe Benefits				
FICA % =		7.65%		\$ 2,554
RETIREMENT =		7.96%		\$ 2,704
HEALTH		15.80%		\$ 5,366
LIFE INSURANCE		1.23%		\$ 417
TOTAL				\$ 11,041
TOTAL PERSONNEL (A+B)				\$ 45,000
2. Travel and Subsistence for Project Personnel				
a. Local Mileage _____ x _____ per mile =				
b. Non-local Miles _____ x _____ per mile =				
c. Subsistence _____ days x _____ per day =				
d. Air or other fares _____ =				
TOTAL TRAVEL:				\$ -
3. Supplies and Other Expenses				
Type	Quantity	Price		
TOTAL SUPPLIES AND OTHER:				\$ -
GRAND TOTAL:				\$ 45,000

FY2016: Budget Narrative and Itemization

The Norfolk Commonwealth's Attorney's Office is requesting continuation funding for a Domestic Violence Victim Services Specialist for the 12 months from July 1, 2015 until June 30, 2016 in the amount of \$45,000. The salary amounts for the existing full-time staff position listed in the FY2016 budget itemization is consistent with the salary structure presented in the grant application for the first 6 months of CY2015, January 1 – June 30, 2015.

1. Personnel –

a. **Salary:** The salary of our Domestic Violence Victim Services Specialist is requested at \$33,959 (just over the minimum salary of \$33,766 for a Paralegal in the Norfolk Commonwealth's Attorney's Office) for the 12 months beginning July 1, 2015. The position is considered a Paralegal position. Cindy Foster received a Bachelor of Science in Criminal Justice and Sociology Degree with an emphasis in Social Welfare from Old Dominion University; therefore, Ms. Foster is considered to be at the same grade as a paralegal.

b. **Duties:** The Domestic Violence Victim Services Specialist provides services to victims and witnesses of domestic violence, marital sexual assault, and stalking crimes. Ms. Foster performs advocate duties for victims within the criminal justice system and works under the general supervision of the Deputy for the Juvenile VC/DV Team. The direct services that are provided to victims and

witnesses include Crisis Intervention, Trial Preparation, Advocacy, Court Accompaniment, Information and Referrals, Travel Arrangements and CICF Information. Other duties include Case Management and Public Speaking/Community Outreach.

- c. **Fringe Benefits:** The proposed fringe benefits are in accordance with federal, state, and local guidelines. Funding for the employment benefits of hospitalization, and life insurance were computed as directed by guidelines provided by the City of Norfolk. This program is requesting \$2,554 for Social Security Tax, \$417 for Group Life Insurance and \$5,366 for Hospital Insurance for the 12 months beginning July 1, 2015. Ms. Foster is also receiving Retirement Benefits from the City of Norfolk since she has been a Special Projects Employee for more than 2 years. We are requesting \$2,704 to pay for Ms. Foster's retirement benefits.

2. Consultants - N/A
3. Travel and Subsistence for Project Personnel - N/A
4. Equipment - N/A
5. Supplies and Other Expenses - N/A



Commonwealth of Virginia
Virginia Department of Criminal Justice Services

**Virginia Sexual and Domestic Violence Victim Fund
Prosecution Continuation Request Form**

Attachment 3

POLICY AND STAFF DEVELOPMENT

1. Does your office have a No Drop Policy?

☒ yes

☐ no

When was this policy implemented? I have records going back to Calendar Year 2005.

Please describe this policy and the reason it was implemented.

The office has a No Drop Policy unless evidence is insufficient or the Witness lacks credibility. However, we attempt to prove the case without the victim if possible.

2. Does your office have a policy on Victimless/Evidence-Based Prosecution?

☐ yes

☒ no

When was this policy implemented?

Please describe this policy and the reason it was implemented.

3. Did your VSDVVF-funded staff receive any training related to domestic violence, sexual violence, and/or stalking since January 1, 2014?

☐ yes

☒ no

Please list below.

Date	Title of Workshop	Training Provided By

EVIDENCE OF COMMUNITY COLLABORATION

(Level of participation in local domestic and sexual violence coordinating councils)

4. Does your VSDVVF-funded staff person or someone else from your office participate on your local domestic violence coordinating council?

☒ yes

☐ no

- 1a. Has your office developed a domestic violence model protocol?

☒ yes

☐ no

5. How often does this council meet? Bi-Annually

6. Please provide contact information for the chair of the council.

Name Kai Faison

Telephone (757) 836-0078

E-Mail Kai.Faison@usmc.mil



Commonwealth of Virginia
Virginia Department of Criminal Justice Services

**Virginia Sexual and Domestic Violence Victim Fund
Prosecution Continuation Request Form**

Attachment 3

7. Does your VSDVVF-funded staff person or someone else from your office participate on your local sexual assault coordinating council? ☒ yes ☐ no

4a. Has your office developed a sexual violence model protocol? ☒ yes ☐ no

8. Please provide contact information for the chair of the council.

Name Kristen Pine

Telephone 757-625-4248 x 36

E-Mail Kristen.pine@ywca-shr.org

9. Does your Office have a signed cooperative agreement on file with your local domestic violence program? If so, please attach. YWCA Cooperative Agreement Attached. ☒ yes ☐ no

10. Does your Office have a signed cooperative agreement on file with your local sexual assault crisis center? If so, please attach. YWCA Cooperative Agreement Attached. ☒ yes ☐ no

ADDITIONAL INFORMATION

I want to be considered for continuation funding for FY2016-2017.

☒ yes ☐ no

Gregory J. Underwood
Signature of Commonwealth's Attorney

4-2-2015
Date

Jurisdiction: City of Norfolk

Commonwealth's
Attorney
Gregory D. Underwood

Chief Deputy
Brian A. Johnson

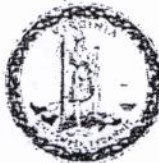
Deputies
Ave Salinger, Jr.
Paula M. Drans
Linda L. Bryant
Philip G. Evans, II
Larkin W. Giddens
Jill C. Harris
Marc W. West

Director of
Communications
Amanda M. Thomas

IT Office Administrator
Dorothy Reider

Victim/Witness
Assistance Program
Director
Heather Foss

COMMONWEALTH OF VIRGINIA



OFFICE OF THE NORFOLK COMMONWEALTH'S ATTORNEY

800 E. City Hall Avenue, Suite 600

Norfolk, Virginia 23510

Phone Number: (757) 664-4444

Fax Number: (757) 664-4445 or (757) 664-4447

Victim/Witness Assistance Program Phone Number: (757) 664-4850

Cooperative Agreement:

YWCA

Office of the Norfolk Commonwealth's Attorney
Victim/Witness Assistance Program (V-STOP Grant)

Senior Assistant
Lynn M. Simmons

Assistant
Stephanie Anthony
David A. Bellamy
Monica M. Bloncho
Michelle L. Hunt
William D. Carson, Jr.
Agnieszka B. Coleman
Delenda Y. Collins
Brandon C. Dancy
James F. Foster
Richard F. Lantry
Ramon Pugh
Catherine K. Ruggie
Katie L. Fulton
Shoshana C. Higgins
Gerald L. Harris
Melissa D. Hodgson
N'Shemonda D. Johnson
Margaret P. Kelley
Diane L. Landry
Patricia L. O'Day
Catherine M. Paxon
Charles H. Poffey
Suzanne S. Richmond
Alicia J. Robinson
Susan A. Rolon
Marvin K. Smith, Jr.
Cordelia C. Usher
Alexandra P. Vukobratovic
Leontine I. Webster

The YWCA-Women in Crisis Program, the Office of the Norfolk Commonwealth's Attorney, and the Norfolk Victim/Witness Assistance Program (V-STOP Grant) has agreed to the following measures. These measures are intended to enable all agencies to improve services to victims of domestic violence, sexual assault, and stalking; to insure that these victims are provided information about their rights as victims and the services that are available to them.

1. The YWCA agrees to the following:

- The YWCA will provide emergency housing for victims of domestic violence and stalking if the victim and family are in need of this service.
- The YWCA will provide counseling and support groups for victims of domestic violence, sexual assault, and stalking.
- The YWCA will make proper referrals to the Office of the Norfolk Commonwealth's Attorney in cases of domestic violence, sexual assault, and stalking.
- The YWCA will inform victims of domestic violence, sexual assault or stalking about services available to them in the Victim/Witness Assistance Program (V-STOP).

2. The Office of the Norfolk Commonwealth's Attorney agrees to the following:

- The Office of the Norfolk Commonwealth's Attorney agrees to honor victim's request to have a support or a victim advocate present during any interview.
- The Office of the Norfolk Commonwealth's Attorney agrees to explain legal alternatives to victims of domestic violence, stalking, and sexual assault; and to keep victims informed of any proceedings relevant to her/his case.
- The Office of the Norfolk Commonwealth's Attorney agrees to provide training on the role of prosecutors in domestic violence, stalking, and sexual assault cases after attorneys have attended trainings for Prosecuting Attorneys on the subject of domestic violence.

3. The Victim/Witness Assistance Program agrees to the following:

- The Victim/Witness Assistance Program (V-Stop Grant) agrees to assist victims of domestic violence, sexual assault, and stalking if referred by the YWCA.

- The Victim/Witness Assistance Program (V-Stop Grant) agrees to provide court escort to victims of domestic violence, sexual assault, or stalking if requested by the victim, the YWCA, or the Norfolk Commonwealth's Attorney.
- The Victim/Witness Assistance Program will provide referrals to victims of domestic violence, sexual violence and stalking to the YWCA for services.
- The Victim/Witness Assistance will provide a staff member to participate in the Norfolk Sexual Assault Response Team (SART) meeting, contingent upon available resources.

This agreement is effective August 5, 2013 and will remain in force until any party terminates in writing. This agreement may be amended, modified, expanded, etc. as mutually agreed upon by the parties in writing. The parties involved will review the agreement biannually.

Ruth Jones
Ruth Jones, Executive Director
YWCA

8-7-13
Date

Gregory D. Underwood
Gregory D. Underwood
Norfolk Commonwealth's Attorney

August 5, 2013
Date

Heather Fuss
Heather Fuss, Program Director
Norfolk Victim/Witness Assistance Program

August 5, 2013
Date



VIRGINIA SEXUAL AND DOMESTIC VIOLENCE VICTIM FUND GENERAL GRANT CONDITIONS AND ASSURANCES FOR PROSECUTION GRANTS

In the event that the grant is awarded, the applicant assures and certifies that it will comply with the following requirements:

1. The applicant assures that no fees will be charged for services provided through this grant program.
2. If a VSDVVF grant is awarded, the applicant assures that funds made available under this grant will be used to enhance or expand services and will not be used to supplant state and local funds that would otherwise be available. State, local or other funds currently allocated to prosecute domestic violence, sexual assault, stalking, and family abuse cases may not be reallocated to other purposes.
3. The applicant acknowledges that violations of the following VA Code sections are a priority for prosecution under the VSDVVF:

16.1-253.2
18.2-57.2
18.2-60.3
18.2-60.4
18.2-61
18.2-67.1
18.2-67.2
18.2-67.3
18.2-67.4
18.2-67.5

4. The applicant agrees to participate on the local domestic violence coordinating council, as well as on the local sexual assault coordinating council. The applicant is encouraged to obtain a cooperative agreement with the local domestic violence program and the local sexual assault crisis center. The agreement should outline how prosecution efforts are coordinated with local domestic violence and sexual assault services ~~provided~~ to victims.

Further the applicant agrees to assist with the development of a domestic violence and sexual violence model protocol in collaboration with the coordinating council and/or Sexual Assault Response Team (SART).

5. The applicant agrees to support staff attendance in trainings to enhance professional development in domestic and sexual violence; should resources allow.
6. The applicant agrees to submit progress **and financial** reports to the DCJS on the 12th business day following the close of each quarter.

Progress Reports

Quarterly progress reports are generated using the Sexual and Domestic Violence Victim Fund (SDVVF) software and must be submitted online through the Grants Management Information System (GMIS). Users can access GMIS using the SDVVF software. For assistance in using the GMIS system, please contact staff of the DCJS Grants Administration section at grantsweb@dcjs.virginia.gov. For assistance using the Sexual and Domestic Violence Victim Fund (SDVVF) software, please contact DCJS staff, Michael Rogers at Michael.Rogers@dcjs.virginia.gov or Julia Fuller-Wilson at Julia.fuller-wilson@dcjs.virginia.gov.

Financial Reports

Financial reports shall be submitted using the **online** Grants Management Information System (GMIS). For assistance in using this system, please contact staff of the DCJS Grants Administration section at grantsweb@dcjs.virginia.gov.

7. The applicant agrees that proper accounting, auditing, and evaluation records will be kept for review by DCJS.
8. The subgrantee agrees to forward a copy to DCJS of the scheduled audit of this grant award.

CERTIFICATION

I certify that all the information presented is correct, that there has been appropriate coordination with affected agencies, and that this program will comply with all federal and state laws and guidelines that apply to this award.




 Signature of City Manager/County Administrator

4/9/15
 Date

Marcus Jones

 Printed Name



 Signature of Commonwealth's Attorney

4-2-2015
 Date

Gregory D. Underwood

 Printed Name